



REQUEST FOR EMPLOYEE RELOCATION
OCONUS to OCONUS - Fellowship

**Center, Institute, or
Office (CIO):**

Travel Order Number:

Division:

**CIO Travel Resource
Contact (TRC):**

Employee's Name:

**Social Security
Number:**

Job Title:

Office Park:

Type:

(check one)

☐ Senior Fellow

☐ EIS Fellow

PHPS Fellow

☐ Service Fellow

☐ Regular Fellow

Relocating From:

Relocating To:

Effective Date:

**Immediate Supervisor at
New Location:**

Current Home Address:

City

State

Zip

Mailing Address:

City

State

Zip

Home Phone Number:

Work Phone Number:

Mobile Number:

Fax Number:

Email Address:

Appropriation:

FY of Appropriation:

Funding Information:

CAN:

Service Fee CAN

Interagency Agreement Number: 2051IA06-24

For Approving Officials:

☐ Shipment of POV, mobile home, or boat

☐ Consumables Shipment

Division Approval:

Signature of Division Approving Official

Name:

Title:

CIO Approval:

Signature of CIO Approving Official

Name:

Title:

Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov

Fax Number: (304)480-8480